



**SECTION III**

**EMPLOYMENT HISTORY**

Beginning with your most recent job, list your work history for the past ten years.

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_____	Dates Employed:	_____	Your Job Title:
Employer's Name	FROM: _____	Beginning _____	Ending _____
_____	TO: _____		
Street Address/City/State/Zip			Your Salary:
(_____) _____		Beginning -\$ _____	Ending-\$ _____
Phone Number			
_____			
Supervisor's Name			
Describe your duties, responsibilities and authority for position(s) held:			
_____			
_____			
Describe your reason(s) for leaving:			
_____			
_____			

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_____	Dates Employed:	_____	Your Job Title:
Employer's Name	FROM: _____	Beginning _____	Ending _____
_____	TO: _____		
Street Address/City/State/Zip			Your Salary:
(_____) _____		Beginning -\$ _____	Ending-\$ _____
Phone Number			
_____			
Supervisor's Name			
Describe your duties, responsibilities and authority for position(s) held:			
_____			
_____			
Describe your reason(s) for leaving:			
_____			

**SECTION III**

**EMPLOYMENT HISTORY (CONT'D)**

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Dates Employed: FROM: \_\_\_\_\_ Beginning \_\_\_\_\_  
 Your Job Title: Ending \_\_\_\_\_  
 TO: \_\_\_\_\_  
 Employer's Name \_\_\_\_\_  
 Street Address/City/State/Zip \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Your Salary: Beginning -\$ \_\_\_\_\_  
 Ending-\$ \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_

Describe your duties, responsibilities and authority for position(s) held:

\_\_\_\_\_

\_\_\_\_\_

Describe your reason(s) for leaving:

\_\_\_\_\_

\_\_\_\_\_

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Dates Employed: FROM: \_\_\_\_\_ Beginning \_\_\_\_\_  
 Your Job Title: Ending \_\_\_\_\_  
 TO: \_\_\_\_\_  
 Employer's Name \_\_\_\_\_  
 Street Address/City/State/Zip \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Your Salary: Beginning -\$ \_\_\_\_\_  
 Ending-\$ \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_

Describe your duties, responsibilities and authority for position(s) held:

\_\_\_\_\_

\_\_\_\_\_

Describe your reason(s) for leaving:

\_\_\_\_\_

\_\_\_\_\_

**SECTION IV EDUCATION PROFILE**

A. List all **high schools, vo-technical schools** and **colleges** attended.

NAME	CITY	ZIP	DATES ATTENDED	YEARS COMPLETED	GRADUATED YES / NO
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Major and Minor Courses:

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B. Other schools or training (trade, vocation, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data.

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**SECTION V SPECIAL QUALIFICATIONS AND SKILLS**

A. List any special skills you possess, machines and equipment you can use and any licenses you hold. (For example, vehicle inspection mechanic, scientific or professional devices, mechanics license, heavy equipment operations (specific types), welding, computers literary, landscaping, etc.)

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B. Foreign language skills: Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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**SECTION VI MILITARY STATUS**

Have you served in and are you a veteran of the U.S. Armed Forces? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, and you are selected for an interview, please bring a copy of your separation papers.

A. While in the military service were you ever convicted for any \_\_\_\_\_

crime graded as a misdemeanor or felony? If yes, give detailed information on charges and actions taken.

B. Are you presently a member of a U.S. Reserve or State Guard organization? If yes, complete the following: \_\_\_\_\_

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and address: \_\_\_\_\_

Indicate reserve obligation, if any: \_\_\_\_\_

**SECTION VII BACKGROUND INFORMATION**

A. CONVICTION OF CRIME: Have you ever been convicted of a misdemeanor, felony or greater criminal violation? (YES / NO) If yes, state violation, court of jurisdiction, and date of conviction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. EMPLOYMENT DISCHARGE: Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? (YES / NO) If yes, state reason:

\_\_\_\_\_  
\_\_\_\_\_

C. CHARACTER REFERENCES: List three character references. (Do not list relatives, former employers, or persons living outside the United States.)

NAME	ADDRESS	HOME PHONE	WORK PHONE	YEARS KNOWN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. PROFESSIONAL REFERENCES: List only references who definite knowledge of your qualifications for the position of application.

NAME	ADDRESS	HOME PHONE	WORK PHONE	YEARS KNOWN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SECTION VIII MISCELLANEOUS**

The following information will be used only if it is directly related to the classification/position for which you are applying.

1. If listed as a primary job requirement, are you willing and able to secure a Pennsylvania Motor Vehicle Operator's License and/or a Commercial Drivers License?

\_\_\_\_\_ YES \_\_\_\_\_ NO

2. Can you perform the primary job requirements of the specific job for which you are applying with or without accommodations?

\_\_\_\_\_ YES \_\_\_\_\_ NO

3. Have you previously filed an application with the Borough? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, provide year and position or Dept. for which you applied.

YEAR \_\_\_\_\_ POSITION / DEPT. \_\_\_\_\_

4. Have you previously been employed with the Borough? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, provide dates of employment and position.

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

POSITION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

5. READ CAREFULLY AND CHECK THE APPROPRIATE BOX.

Applicants for various positions may be required to have a background and/or criminal history check:

I authorize a background and/or criminal history check.

I DO NOT authorize a background and/or criminal history check.

6. I solemnly swear that all of the information furnished in the Employment Application, and supplements thereto, is true, accurate and complete to the best of my knowledge. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me and to release personnel, academic and other records concerning me.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE